




Department of Energy
Washington, DC 20585

NOV 16 2007

TO: PROGRAM RECORDS OFFICIALS
RECORDS MANAGEMENT FIELD OFFICERS

FROM:  JOHN E. DAVENPORT, SR., ESQ.
DIRECTOR, RECORDS MANAGEMENT DIVISION, IM-23

SUBJECT: NUMBERED MEMORANDUM: RM 08-05, RECORDS
MANAGEMENT MEETINGS PLANNED DURING
2008 – 29th INFORMATION MANAGEMENT CONFERENCE

The purpose of this memorandum is to announce two records management meetings planned for the 2008 - 29th Department of Energy (DOE) Information Management Conference at the Omni Hotel at CNN Center, Atlanta, Georgia. The first, a DOE Records Management Council meeting is planned for 9:00 am-11:50 a.m. on Monday, March 17, 2008. A larger records management meeting is planned from 1:00 p.m.-5:00 p.m. on the same day. The second meeting will include both DOE Federal and contractor records managers.

We are working to finalize the agendas for the two meetings and will send them out to you as soon as they are ready. I look forward to the meetings because they will provide an excellent opportunity for me to meet everyone and to discuss issues. In order to ensure we will have adequate space during the Monday afternoon meeting, please provide your name, telephone number, and e-mail to Susie Jones (Roxzanne.jones@hq.doe.gov) no later than December 14, 2007, if you plan to attend.

If you plan to attend the Monday meetings, please remember to schedule your arrival for Sunday, March 16, 2008.

If you have any questions, please contact Susie Jones by e-mail or by phone on 301-903-0593.

Again, I look forward to seeing you all at the conference.

cc: RLO's

